

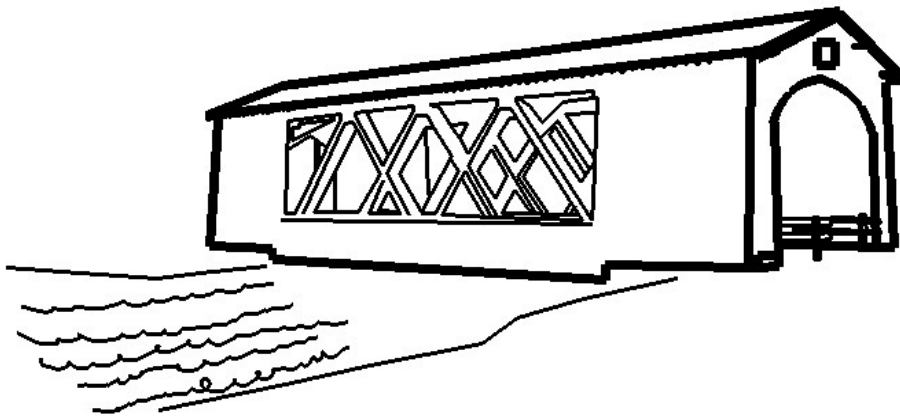
The City of
Stayton

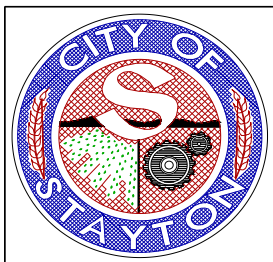
Employment Application

Return to:

Deputy City Recorder
362 N. Third Avenue
Stayton, Oregon 97383

“An Equal Opportunity Employer”





CITY OF STAYTON

THE CITY OF STAYTON is an Equal Employment Opportunity Employer. We will hire the person who is best suited for this position without giving any consideration to an individual's membership in any protected class. Please advise a City representative if you require a reasonable accommodation to participate in the pre-employment process.

All applications and supporting documentation submitted for this position will be retained until the position has been filled, at which time all applications and supporting documentation will be placed in the city's inactive files. If you wish to be considered for other positions which may become available, it will be necessary to reapply to the city.

Date of Application: _____ Date Available for Employment: _____

Position for which you are applying: _____

APPLICATION FOR EMPLOYMENT

Name: _____
Last First Middle

Other Names Used: _____

Address: _____
Street City State Zip

Phone: (_____) _____ E-mail: _____

- ☐ Yes ☐ No Are you legally eligible to work in the United States? (Proof may be required upon hire)
- ☐ Yes ☐ No Have you applied for a position with the City of Stayton in the past? When? _____
- ☐ Yes ☐ No Have you worked for the City of Stayton in the past? When? _____
- ☐ Yes ☐ No Is there any reason why you would be unable to perform the duties of the job for which you are applying (with or without a reasonable accommodation)?
- ☐ Yes ☐ No Are you a high school graduate? High School: _____
- ☐ Yes ☐ No Do you hold a degree from an accredited college?
- College _____
- Degree _____
- ☐ Yes ☐ No Have you earned college credits not resulting in a degree?
- In what subject(s)? _____
- ☐ Yes ☐ No Have you ever been convicted of a crime (other than traffic violations) regardless of the outcome (do not include an expunged Juvenile record)? (A conviction record will not necessarily bar a person from employment).
- What? _____

Applicant's Name: _____

Other skills, education, and/or training which is directly related to the position for which you are applying (i.e., trade school, on-the-job training programs, college degrees, volunteer experiences, certificates, licenses, etc.)

Personal/Professional References: Please list four persons who have known you well for at least five years.

Complete Name of Reference	Years Known	Place of Employment/Occupation			
Street Address				Employment Address	
City	State	Zip	Home Phone	City	State Zip Work Phone

Complete Name of Reference	Years Known	Place of Employment/Occupation			
Street Address				Employment Address	
City	State	Zip	Home Phone	City	State Zip Work Phone

Complete Name of Reference	Years Known	Place of Employment/Occupation			
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Complete Name of Reference	Years Known	Place of Employment/Occupation			
Street Address				Employment Address	
City	State	Zip	Home Phone	City	State Zip Work Phone

Applicant's Name: _____

Employment History

What you write in this section will be used to determine whether or not you meet the qualifications outlined in the job announcement, and your employment history will be considered in determining your suitability for employment. Clearly describe all of your duties, starting with your most recent job.

Current or most recent position.

Employer:	Employer's Address:	Employer's Phone Number:
Your Job Title:	Supervisor's Name and Title:	Full Time (circle one) Yes No
Specific Duties: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		Starting Salary: \$
		Last Salary: \$
		Employed From (mo/yr) To (mo/yr)
		Reason for Leaving:

Employer:	Employer's Address:	Employer's Phone Number:
Your Job Title:	Supervisor's Name and Title:	Full Time (circle one) Yes No
Specific Duties: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____		Starting Salary: \$
		Last Salary: \$
		Employed From (mo/yr) To (mo/yr)
		Reason for Leaving:

Employment History Continued

Employer:	Employer's Address:	Employer's Phone Number:
Your Job Title:	Supervisor's Name and Title:	Full Time (circle one) Yes No
Specific Duties: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		Starting Salary: \$
		Last Salary: \$
		Employed From (mo/yr) To (mo/yr)
		Reason for Leaving:

Employer:	Employer's Address:	Employer's Phone Number:
Your Job Title:	Supervisor's Name and Title:	Full Time (circle one) Yes No
Specific Duties: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		Starting Salary: \$
		Last Salary: \$
		Employed From (mo/yr) To (mo/yr)
		Reason for Leaving:

Attach additional sheets if more space is needed.

Applicant's Name: _____

If you are applying for a position that requires driving, please answer the following questions:

☐ Yes ☐ No Do you have a valid Oregon driver's license? License Number: _____

How many reportable accidents have you had in the last five years? _____

How many moving violations have you had in the past five years? _____

APPLICANT CERTIFICATION AND RELEASE

I hereby certify that all information provided on this application and any supporting documentation is true and complete and I authorize a complete investigation of my background and information provided here. I agree that, if hired, I may be discharged if the City of Stayton at any time learns of any falsification or material omission in the information I have provided and, if discovered prior to hire, that I will be ineligible for consideration not only for this position but for future positions as well. I authorize the City of Stayton to contact my current and former employers and educational institutions listed on this form. All references are authorized to release to the City of Stayton all information requested concerning my employment or association with them. I hereby release all references listed and the City of Stayton from any liability which might be claimed because of information provided by my references.

I agree that, if hired, I will follow all city policies, rules, procedures, and all other lawful directions. I understand I may terminate my employment with the city at any time and for any reason without prior notice. I agree that, if I am hired, I will be employed at the will of the City of Stayton, and my employment can be terminated at any time, with or without notice, for any reason sufficient in the judgment of the city to justify termination subject to applicable labor agreement.

I understand that the City of Stayton is committed to the promotion of safety and high employee performance standards, productivity, and reliability. In order to achieve this, all finalists for this position may be subjected to a drug test prior to hire to assure the city that the applicants do not currently have unlawful narcotics, sedatives, stimulants, or any other controlled and/or mood altering substances in their bodies. I understand that if I have any such substance in my body at the time of the drug test, I will not be hired for the position for which I am applying. I further understand that, if hired, at any time during my employment with the city my supervisor or any other manager may require, as a term and condition of continued employment, a substance test if they have reasonable cause to suspect that I am under the influence of any substance which might result in harm to myself or to others. I further agree to undergo a physical examination, at city expense, if at any time the city makes such a request.

I further understand that if I am selected as a finalist for this position, the City of Stayton may conduct an investigation of criminal convictions. I understand that I will not automatically be excluded from consideration if I have been convicted of a crime ; that my suitability for the position for which I am applying will be evaluated based on the totality of circumstances which will include the nature of the crime, the recency of the conviction, the position for which I am applying, and other considerations.

I understand that the City of Stayton reserves the right to add to, change, and/or delete its policies, procedures, work rules, and benefits at any time and that no one in the city has the authority to enter into any agreement, for any particular period of time or contrary to the above terms, unless that agreement is set forth in writing and is signed by the mayor and city administrator of the city.

I have read and agree to the preceding applicant certification and release, and I understand a copy shall be as valid as the original.

Date: _____ Applicant's Signature: _____

Applicant's Name: _____

Affirmative Action Data

The information you provide on this supplement will be utilized by the City of Stayton for affirmative action purposes only. Completion of this form is voluntary and information provided will be kept in a confidential file separate from the application form.

Position Applied For :

Today's Date:

Ethnic Category

White (not of Hispanic origin) - Those having origins in any of the original peoples of Europe, North Africa or the Middle East. ☐

Black (not of Hispanic origin) - Those having origins in any of the black racial groups of Africa. ☐

Hispanic - Those of Cuban, Mexican, Puerto Rican, Central or South American or other Spanish culture or origin, regardless of race. ☐

Asian or Pacific Islanders - Those having origins in any of the original peoples of the Far East, Southeast Asia, Indian Subcontinent or the Pacific Islands. ☐

American Indian or Alaskan Native - Those having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. ☐

Sex: ☐ Male

☐ Female

Veteran: Are you a veteran of the U.S. Military Service? ☐ Yes ☐ No

Are you disabled?

☐ Yes

☐ No

If yes, please explain: